



DHS/DAS – Manager 2, Social Services - 00179625

Job Number:
00179625

Job Posting: January 18, 2017

Closing Date: February 13, 2017

Primary Location: 2 Peachtree St., Atlanta, GA (Fulton County)

Number of Openings: 1

Job: Aging Services

Shift: Day Job

SALARY: Pay Grade: M

Salary Range: \$46,310.72 - \$66,158.17

(Salary Commensurate with Experience)

Current Georgia state government employees will be subject to State Personnel Board rule provisions.

The Georgia Department of Human Services (DHS) provides a wide range of human services designed to promote self-sufficiency, safety and well-being for all Georgians. The department is one of the largest agencies in state government with an annual budget of \$1.8 billion and nearly 9,000 employees. DHS is comprised of three Divisions: the Division of Aging Services, the Division of Child Support Services, and the Division of Family and Children Services.

The Division of Aging Services (DAS) is the division that administers a statewide system of services for senior citizens, adults with disabilities, their families and caregivers. DAS is committed to the provision of resources designed to help older Georgians and adults with disabilities live longer, live safely and live well.

DAS is seeking candidates for the position of **Social Services Manager 2**. This position is based at 2 Peachtree Street, NW, Atlanta, GA in Fulton County.

Job Summary & Responsibilities:

Under general supervision of the Public Guardianship Office (PGO) Section Manager, assures that the field staff are functioning in accordance with state law and Department/Division policy and procedure. Provides guidance and leadership on case practice; assures personnel issues are handled in a timely manner; monitors and levels

caseloads as needed; reviews records for quality; coordinates with Special Assistant Attorneys General (SAAGs) and the DHS Associate General Counsel as needed.

Under limited supervision, the **Social Services Manager 2:**

- Monitors and Manages PGO Field Operations; ensures that case management complies with duties of Georgia Guardians.
- Serves as PGO Liaison to Stakeholders and Partners, such as Georgia Advocacy Office, Georgia Working Interdisciplinary Networks of Guardianship Stakeholders, probate courts, etc.
- Provides technical assistance, guidance and consultation via case staffing, participation on data base work groups, policy work groups, etc.
- Administers Quality Assurance and Quality Control measures.
- Staff Management and Human Resource liaison; ensures staff meetings occur; maintains an active role in the PGO hiring process.

Core Competencies:

- Ability to work effectively with personnel at multiple levels of the organization.
- Ability to work in a very fast-paced environment while effectively and accurately managing multiple projects simultaneously under tight deadlines.
- Ability to develop and make presentations on behalf of the Public Guardianship Office.
- Ability to work independently with limited direction.
- Proven problem solving abilities and results orientation.

Qualifications:

Master's degree in a related area from an accredited college or university AND One year of management of subordinate supervisors in a human service delivery program OR Bachelor's degree in a related area from an accredited college or university AND Two years of management of subordinate supervisors in a human service delivery program OR Related certification AND One year of management of subordinate supervisors in a human service delivery program OR Two years of experience at the lower level Mgr 1, Social Svcs (SSM010) or position equivalent.

Preferred Qualifications:

Preference will be given to candidates who, in addition to meeting the minimum qualifications, demonstrate some or all of the following skills/experience:

- Experience in Public Guardianship.
- Excellent communication and customer service skills.
- Experience with Microsoft Office, including EXCEL and WORD.

- Familiarity with continuous quality and process improvement methods and techniques.

Benefits:

In addition to a competitive salary, DHS offers a generous benefits package, which includes employee retirement plan; paid holidays annually; vacation and sick leave; health, dental, vision, legal, disability, accidental death and dismemberment, health and child care spending account. Visit: <http://team.georgia.gov/> for more information.

GEORGIA ON MY MIND: *It Doesn't Get Any Better Than This!*

Georgians enjoy a quality of life that would be hard to find in any area across the nation. Lower taxes and a lower cost of living enable you to do more with money you make and maintain a higher standard of living.

Within Georgia you will find an unlimited supply of recreational and cultural opportunities. Enjoy boating, camping, fishing, golf, hiking, picnicking, swimming, tennis or just relaxing against Georgia many scenic backdrops. Georgia is a 57,906 square-mile playground filled with natural beauty and immaculate resources. From the mountains to the coast from ballet to baseball, Georgia offers you a livable and quality of life that can help you achieve your dreams.

You're Really Going to Like Metro Atlanta!

As the capital of Georgia, metro Atlanta, the ninth largest US population center has approximately 5.3 million residents. It is uniquely positioned to provide the best of everything. From its diverse economy, global access, abundant talent, and low costs of business and lifestyle, metro Atlanta is a great place to call "home." Residents have easy access to arts, culture, sports, world class shopping and nightlife. Atlantans experience all four seasons, with mild winters that rarely require a snow shovel. Yes, Atlanta is a great place to work and live!!! For more information on what Metro Atlanta has to offer, please visit www.metroatlantachamber.com

Criminal Background Checks/Applicant Privacy Rights

All applicants may be subject to a drug screen and will be required to submit fingerprints to check for the existence of criminal history information through the Georgia Bureau of Investigation and the Federal Bureau of Investigation. Applicants have the right to challenge the contents of any criminal history record obtained for the purpose of employment with DHS. For an explanation of these rights, please read, "Applicant Privacy Rights" at:

http://gbi.georgia.gov/sites/gbi.georgia.gov/files/related_files/document/ApplicantPrivacyRights.pdf

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

This position is subject to close at any time once a satisfactory applicant pool has been identified.

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